

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)	NUMBER: 67-92
Subject:	DATE: 5/20/98
HEALTH POLICIES AND SERVICES	Sunset Review: 5/20/01

1. PURPOSE. The purpose of this directive is to set forth health services provided by the Federal Law Enforcement Training Center's (FLETC) Health Unit for students and FLETC and Participating Organization (PO) staff.

2. SCOPE. The policies and responsibilities of this directive apply to FLETC and PO staff and students at all FLETC locations. References to services are for Glynco, GA, only; services at other sites will be communicated locally.

3. CANCELLATIONS.

- a. FD 67-92, Health Services, dated July 21, 1989, is superseded
- b. FD 67-92.E, AIDS (HIV) Policy, is canceled.

4. REFERENCES.

- a. Public Law 658-79 (5 U.S.C. 7901).
- b. OMB Circular No. A-72.
- c. FD 67-92.B, Alcohol and Drug Rehabilitation Program.
- d. FD 70-09.M, Reporting of Unsafe or Unhealthful Working Conditions.
- e. FD 91-01.E, Practical Exercise Performance Requirements & Medical

Screening of Students at the FLETC.

5. POLICIES.

a. Health Services will be provided by the FLETC to assist FLETC and PO staff and students maintain optimal health while on the job. Each health unit will be staffed with the medical personnel necessary to meet the student load.

b. Medical Screening is required for all students scheduled to participate in training-related physical activities.

(1) Students will complete a Health Questionnaire and receive a medical screening prior to engaging in such activities, and as necessary during the course of the training, to ensure that they (1) are sufficiently physically qualified and (2) do not present an undue risk to the health and safety of themselves and other persons.

(2) Any student who is not cleared to participate in physical activities will, normally within one business day, be referred to the appropriate program manager for determination of continuation or restriction in training.

(3) Any student whose program does not include Practical Exercise Performance Requirements (PEPR's) will be screened only at the request of the program manager.

c. Health Services Provided at GLYNCO

(1) Students. Short-term medical care will be provided by the Health Unit Services Branch at no cost to the student. All other costs for medical care not provided by the FLETC is the responsibility of the student. Arrangements will be made for referrals and transportation to the local hospital, physician or dentist offices, and other community health resources. Certain prescriptions may be issued or refilled at the discretion of the Medical Officer.

(2) FLETC Employees.

(a) Emergency diagnosis and first-aid treatment will be provided for injuries or illnesses which occur during working hours. If the injury is job related, emergency care will be authorized by the medical staff and costs may be charged to the Department of Labor, Office of Workers' Compensation Programs. If the problem appears to have an emotional basis, the employee may be referred for evaluation provided by the Employee Counseling Services Program administered by the Personnel Division.

(b) Medical care for minor disorders, first aid, or palliative care may be provided at no cost to the employee for conditions for which the employee would not reasonably be expected to seek the attention of a personal physician, or to enable the employee to complete the current work shift before consulting his/her personal physician. Continuing treatment for medical problems will not be provided.

(c) Treatment and medications which are furnished by employees, prescribed in writing by their personal physicians, and are reasonably necessary to maintain the employee at work may be administered by Health Services BRANCH Personnel.

(d) When vaccines are available, immunizations for influenza, polio, tetanus, and hepatitis (where applicable) will be provided at no cost to the employee.

(e) Annual Employee Health Maintenance Examinations (EHME), to include Pulmonary Function Test (PFT) where applicable, are mandatory for instructors in the Physical Techniques, Driver/Marine, and Firearms Divisions; employees in the Facilities Management Division who use respirators and are exposed to lead; and employees in the Security, Safety and Environmental Division. The FLETC will provide, within budget and workload limitations, the opportunity for other FLETC employees to voluntarily receive an EHME every 2 years.

(f) Pre-employment physical examinations will be provided for persons selected for appointment.

(g) Disability or retirement examinations will be performed when requested by the Personnel Division.

(h) The cost of physical examinations and accompanying routine laboratory work will be paid by the FLETC.

(3) Detailed PO Instructors. The Health Services Branch may, upon receiving a written request from the employing organization, do a physical examination at no cost to the PO for an instructor on detail to the FLETC. However, any special test or diagnostic evaluation beyond that which is routinely provided will be paid for by the PO.

(4) On-site PO Staff. The same services that are provided for FLETC staff, except for physical examinations, will be provided for on-site PO personnel. If physical examinations are desired by the PO's, and if workload requirements permit, they may be performed on a reimbursable basis. Charges for physical examinations will be developed each fiscal year based on current costs.

d. Bloodborne Pathogens

(1) Students attending training programs at the FLETC who are required to complete a health screening questionnaire will be asked on that questionnaire if they have reason to believe that they are contagious with Viral Hepatitis or HIV. The primary purpose of this disclosure is to protect the infected student from adverse reactions that could result from subsequent medical treatment. If the student discloses hepatitis or HIV infection, the information will be strictly limited to the FLETC medical staff.

(2) Accepted protective procedures will be applied to all persons and all situations that could result in transmission of blood borne pathogens. For purposes of these procedures, ALL individuals should be considered potentially contagious.

All body fluids will be immediately cleaned up by following accepted decontamination procedures. Personal contact with injured individuals which could likely lead to contamination will strictly follow accepted personal safety procedures.

(3) All FLETC staff members will receive annual training in bloodborne pathogens, to include methods of transmission, procedures for protecting against infection, and procedures for dealing with injured persons.

(4) Any staff member or on-site detailee who desires to receive the three shot series of Hepatitis vaccine may receive these shots by calling the Health Services Branch at ext. 2385.

6. RESPONSIBILITIES.

a. The Chief, Physical Techniques Division is responsible for establishing standards and guidelines for the operation of the FLETC's Health Services Branch.

b. Supervisors and Managers shall identify and bring potential or work related health problems to the attention of the Medical Officer for evaluation.

c. All Employees and Students should make maximum use of the FLETC's health services and should report the presence of any communicable disease, injury, or illness to the Health Services Branch.

d. The Scheduling and Allocation Division, in coordination with the Health Services Branch, will schedule the Glynco health screening prior to commencement of any training for programs requiring physical training.

e. The Nurses and Physician Assistants (PA) are responsible for:

(1) Conducting medical screening as required for specific programs. They will screen each student and review their health questionnaire to determine if they need to be examined and, if an examination is needed, verbally advise the Program Specialist and/or the class coordinator at the time of screening that the student cannot participate in physical activities until cleared by the Medical Officer or PA.

(2) Providing first aid and emergency treatment as ordered and required.

f. The Medical Officer and Physician Assistants (PA) are responsible for:

(1) Consulting with those students identified during the medical screening who require further examination and evaluation, and determining which, if any, program requirements the student is unable to accomplish because of physical limitations, or because the student's admission will pose a safety risk to the student or others.

(2) Clearing the students or determining medical restrictions based on the above examination and evaluation.

(3) Making referrals, when indicated, to medical specialties outside the Health Unit to determine the extent of medical disabilities.

(4) As allowed by regulations, issuing prescriptions for controlled substances and refilling prescriptions for students.

(5) Prescribing treatment or rehabilitation procedures to be provided by the athletic trainer.

g. The Athletic Trainers will only provide treatment or rehabilitation as directed by the Medical Officer or PA. They may suggest modifications or additional treatments but cannot implement these changes unless approved by the Medical Officer or PA.

h. Program Managers are responsible for:

(1) Determining which FLETC Basic, Advanced, or Agency Advanced programs require medical screening.

(2) Distributing the PEPR's for training procedures for FLETC taught courses to Registration, the Health Services Branch, and each PO.

(3) Determining which program modifications and/or restrictions are necessary for the student to participate in training based upon input concerning the student's medical condition provided by the Medical Officer, and coordinating these modifications and/or restrictions with the participating organizations.

i. Instructors are responsible for ensuring that students report and seek medical examinations in each instance of a training related injury. They will inform the student that refusal to accept medical assistance may result in loss of eligibility for Workers' Compensation benefits.

7. RECORDS.

a. The Health Services Branch shall maintain medical records in accordance with Executive Orders 12107, 12196, and 12564 as well as 5 U.S.C. chapters 11, 31, 33, 43, 61, 63, and 83. All amendments and revisions apply. These records are covered under the Office of Personnel Management/Government (OPM/GOVT) - 10 System of Records under the provisions of the Privacy Act.

b. Medical records may be released to anyone the employee has authorized in writing to receive the records. The employee also maintains the right to review or receive copies of his or her medical records at any time, subject to the workload and schedule of the Health Services Branch.

c. The Privacy Act and the OPM/GOVT-10 System of Records provides that medical records, or information from the records as appropriate, may be released to certain agencies for specific purposes. All releases will be in accordance with those provisions as they are the only releases authorized without prior approval of the employee.

d. As allowed by law, rule and regulation, the Medical Officer will notify management officials when a patient is diagnosed with a life threatening, training prohibitive, etc. medical problem and or when the condition of a patient would adversely affect the health and welfare of others.

8. OFFICE OF PRIMARY RESPONSIBILITY. Physical Techniques Division, Office of Special Training.

W. Ralph Basham
Director